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MEMORANUM FOR: Director of Personnel

SUBJECT:

Classification Survey - Office of Communications

REPERENCE:

BD/8 56-779

- 1. Furguent to the referenced session him, a preliminary meeting was held with members of your Office to determine the procedure to be emplayed in making the survey and to discuss the problem in general. At that time, the Office of Communications requested that the survey be delayed until it made a thorough review of its structure and could some accurately recommend which post tions should be reclassified.
- 2. This review has now been completed with the following general results:
 - a. In several divisions, minor changes in organization are indicated along with regreting. These changes will be coordinated with Management concurrently with the surway.
 - b. The majority of grade thanges are for positions which basically have not changed in function from the existing position description, but which we believe parry sufficient responsibilities to be reevaluated at a higher grade.
 - c. Certain positions have been additional functions and responsibilities added to them since their initial classification and now position descriptions will be submitted concurrently with the review.
- 3. It is requested that the Position Syslemtion Division undertake the classification and wage review as recommended.

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Chilef,	Administrative	Staff,	OC

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Deputy Mirector (Support) Inspector General Chief, Management Staff